

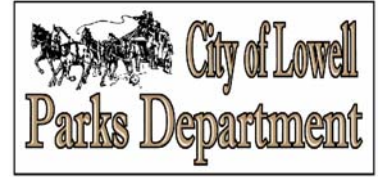


City of Lowell

Parks & Recreation Department

Reservation Policies

As of July 2006



POLICIES

Scheduling

Park Pavilions:

- The pavilions are reserved on a first come, first serve basis and includes the picnic tables under the pavilion and two grills in pavilion areas.
- There is no charge for reserving a pavilion.
- If you do not have a reservation with the Parks Department, you may be asked to leave the pavilion.

Electricity

- Electricity is available for pavilion use at no charge.

City Bus

- An 18 passenger bus with handicap lift is available for City approved functions.
- To schedule/approve your event, call 770-2185 and ask for the Parks Department.
- Bus is only for use for City approved functions.
- City staff will determine if a fuel/driver charge will be added to your reservation.

Lowell Elementary Gym (City Gym)

- Cost \$5.00 an hour. There may be a Cleaning Deposit assigned to your event.
- ***No food or drink in the Gym.***
- If basketball goals are used, please make sure they are put back up.
- The gym key is available at the City of Lowell Police Department Dispatch window 214 North Lincoln Street, (479) 659-8888, Monday-Sunday. Return key promptly after event.
- During school year, weekdays are scheduled through the Rogers School District (479) 631-3610.
- During summer months and weekends, schedule gym use with City of Lowell (479) 770-2185.

Ball Field:

- The ball fields will be reserved on a first-come, first-serve basis. If you are late paying your reservation fees, your reservation will be canceled. Payment is due no later than the 30th of each month.
- You must have a reservation with the Parks Department or you will be asked to leave the ball field.
- There is a \$5/hr charge for ball field use. There is an extra \$5/hr charge for lights.
- Lowell Park North Field (Little League) is for age 12 and under only.
- League games take priority over scheduled practices. Practices will be canceled if a tournament or league game is scheduled.
- Patrons are expected to leave the ball field clean, concession stand clean, lights turned off (if used), mound covered and undamaged (North Field, Lowell Park ONLY).
- If sprinklers are moved, hook them back up and return them to original position.

Rainout Policy

- Ball fields will be closed after a rain to reduce field damage.
- You will be credited for the time your field was reserved. No cash refunds are given.

Scoreboard/Scorekeeper's Booth

- Scoreboard/scorekeeper booths are used for organized events only. Practice use is not considered an organized event.
- There is a \$50.00 deposit per organized event.
- Deposit will be refunded after an inspection of scoreboard/scorekeeper's booth.
- To obtain a key for Scoreboard/Scorekeeper's booth see key policy.

Batting Cages

- To arrange use of the Lowell Park North Field batting cage, call Heath Riggan, (479) 659-5377 or Randy Beard, (479) 366-0275.
- To use the McClure Park South Field batting cage, you must be scheduled to use the McClure Park Softball Field.

Other Policies

Light Usage

- There is a \$5.00/hr. charge for using ball field lights.
- Patrons are expected to turn off all lights before leaving the park area.
- To obtain a key for the lights, see key policy.

Bathrooms

- Patrons are expected to turn off all lights, sink faucets, and lock all bathroom doors before leaving the park area. (If the toilets are clogged, please call the City of Lowell Administration, Monday – Friday, 9am – 4pm, (479) 770-2185.)
- To obtain a key for the bathroom, see key policy.

Keys

- Keys for the ***gym, bathroom, and lights*** may be picked up at Lowell Police Dispatch Window at 214 North Lincoln Street, (479) 659-8888, Monday–Sunday. Please return the keys when your party or event is finished to the police dispatch window.
- Keys for ***scoreboard/scorekeeper's*** booth require a deposit of \$50.00 and can be picked up at the City of Lowell Administration Building, (479) 770-2185, no later than 4pm, Monday – Friday.

Handy Numbers

- Jean Genereau (479) 770-2185 or Larry LeMons (479) 841-7968 cell.

Payment of Fees

- Pay for your ball field or gym reservations in person at the City of Lowell Administration Building located at 201 Presidential, Lowell, AR 72745. Please bring a copy of your schedule with all rainouts marked so the office can credit future reservations
-OR-
- You may make your payment by mailing it to Parks and Recreation Department, Attn: Ball Field /Gym Reservations, P.O. Box 979, Lowell, AR 72745.
- ***Payment for ball field and gym use must be made at the end of the month. If payment is not received, your reservations may be canceled and you may no longer be allowed to reserve the fields or the gym.***